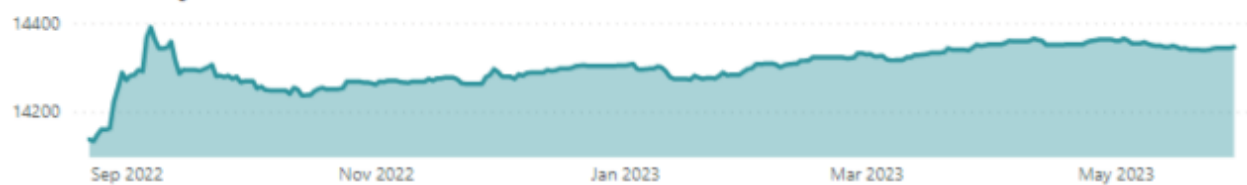


To: Joel D. Boyd, Ed.D Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: June 16, 2023
Re: Student Enrollment Report

As of May 31, 2023, there are 14,346 students enrolled with the Lowell Public Schools.

Enrollment by Date



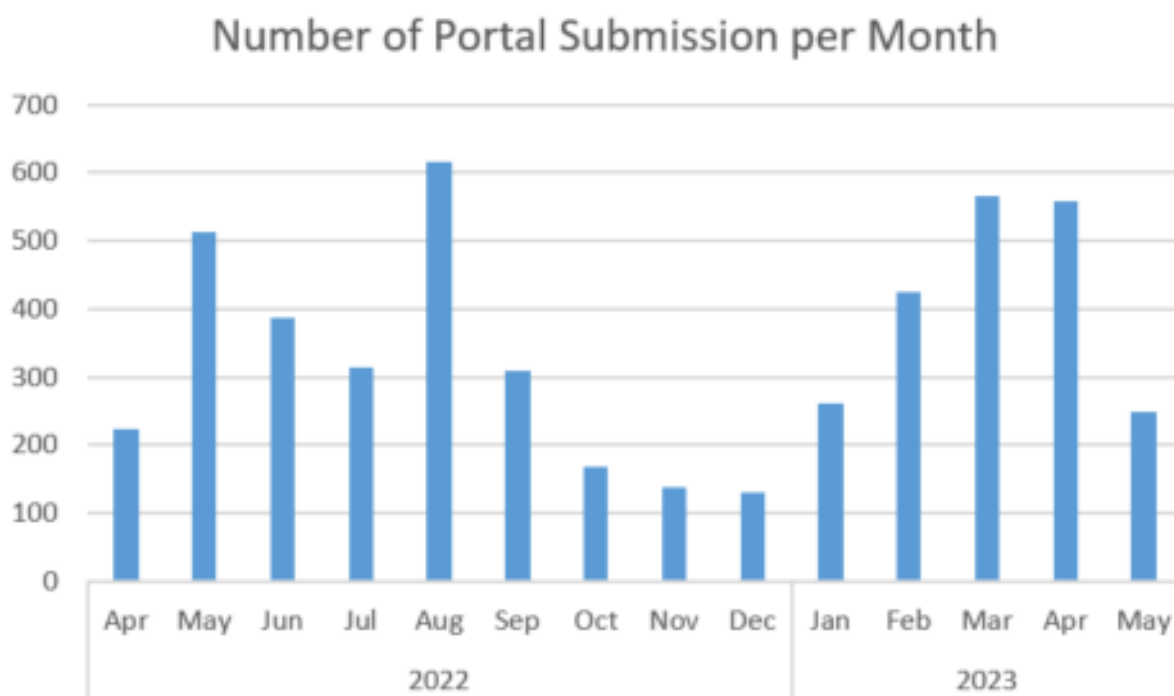
During the month of May, eighty-one (81%) of parents submitted their registration to the online registration (OLR) portal in one day or less. Submitting their application means they attached all required items and completed the required field, but the FRC clerks still need to review the registration. The chart below shows how long it took parents to submit their application once they had initially created it in the portal.

	Days for parent to submit a registration
Same Day	198
<1 week	14
<2 weeks	9
<3 weeks	8
<4 weeks	3
>4 weeks	18
Grand Total	250

Thirty-eight (38) student records were created in the OLR but not submitted by parents during the month of May.

Below is the trend data of monthly submissions since May 2022 which is when the Aspen online registration portal (OLR) became the district's sole portal for registering new students. For the second kindergarten registration period and June lottery, the FRC processed 158 kindergarten applications. Student kindergarten assignment lotteries were held for three schools in the second lottery – Bartlett, Pawtucketville and Pyne Arts. These schools' kindergarten rosters were filled to 85% capacity and 15% of seats (approximately 13 seats in 4 strand schools and approximately 6 seats in 2 strand schools) remain for the final lottery. The FRC and Early Childhood Departments are continuing a communications campaign community-wide to schools, families and community providers to ensure that all students currently enrolled in a center-based or district PreK program are registered for Kindergarten by the final lottery. Additionally, we are also collaborating with early childhood/family childcare systems to increase the registration of all 4 year olds turning 5 across the city of Lowell.

In addition to the standard 8am-4pm hours of the FRC, information has been published on the website and in the FRC informing families that after hours appointments are available upon request.



Submitted to Accepted in OLR (processing by FRC clerks)

The FRC completed 34% of the registrations in one week or less. In order to complete a registration, the clerks must ensure that the attached documents meet requirements and correct any typing errors. The chart below summarizes how long students remained in the portal while the clerks worked with the families, the Special Education Department, language testers, the

Department of Children and Families (DCF), and made home visits when necessary to complete the registration.

	Days for FRC to complete the registrations
Same Day	13
<1 week	74
<2 weeks	57
>2 weeks	13
still in portal	93
Grand Total	250

Students for whom it took the clerks more than one week to process = 57 + 13 students

The following chart shows the processing time for the students still in the portal (submitted to the clerks but not yet accepted).

Days Submitted to the OLR	Count of Students
More than two weeks	30
More than one week	28
Less than one week	35
Grand Total	93

still in portal = 93 students

The new standardized process, if a family's registration is unable to be processed by the clerks, is the following:

1. Registration returned to the parent's email with an explanation of what is missing. Parents are to upload the missing documents and return the registration to the clerk by submitting the registration through the portal.
2. If families do not return the registration, the clerks follow-up after 48 hours with a phone call. Some families may bring the documents in directly to the clerk at this point and are serviced in the Family Resource Center.

3. If, after calling the family, the clerks still have not heard from the family after an additional 48 hours, a home visit is initiated. This essentially provides families with a 5 day window to complete the registration from when the registration was submitted to the Family Resource Center.

Average number of days for students to be processed by the FRC Clerks from being submitted in the OLR to Accepted.

Date	Number of Students Submitted to OLR	Number of Students Accepted	Average Days to Process Submission	Students Never Accepted
2022				
Apr	224	214	20.3	10
May	513	494	21.8	19
Jun	386	367	22.5	19
Jul	313	300	18.3	13
Aug	617	562	11.4	55
Sep	308	293	4.9	15
Oct	169	165	4.3	4
Nov	138	136	4.6	2
Dec	129	126	4.8	3
2023				
Jan	262	249	3.6	13
Feb	425	404	5.4	21
Mar	567	533	8.5	34
Apr	558	519	5.6	39
May	248	162	6.7	86
Grand Total	4857	4524	11.1	333

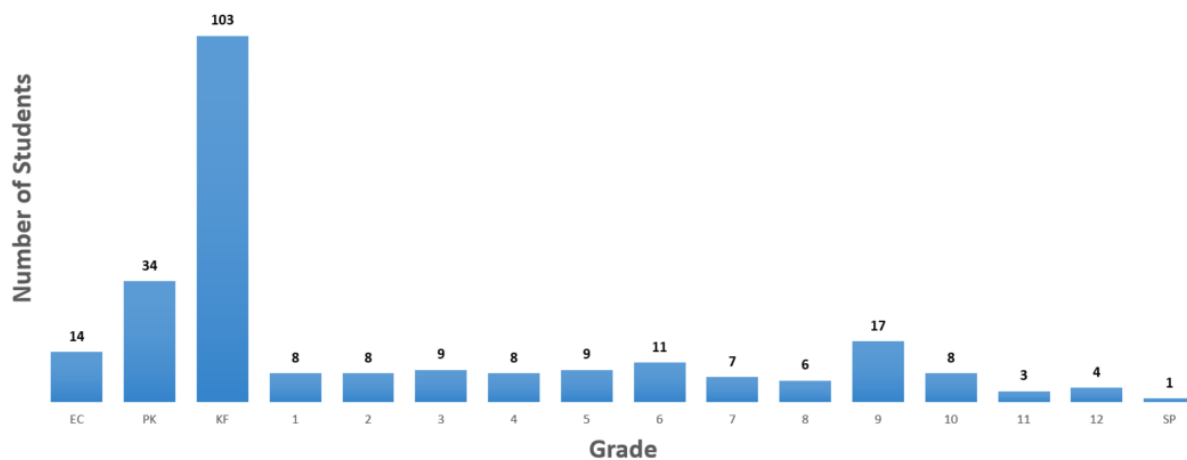
Students Still in the FRC

After students' registrations are accepted from the OLR portal, they enter the FRC while they await assignment to a school. As of May 31, 2023, there were 78 students in the FRC. Many of them, 36, are PK students.

Demographics of the Registrants

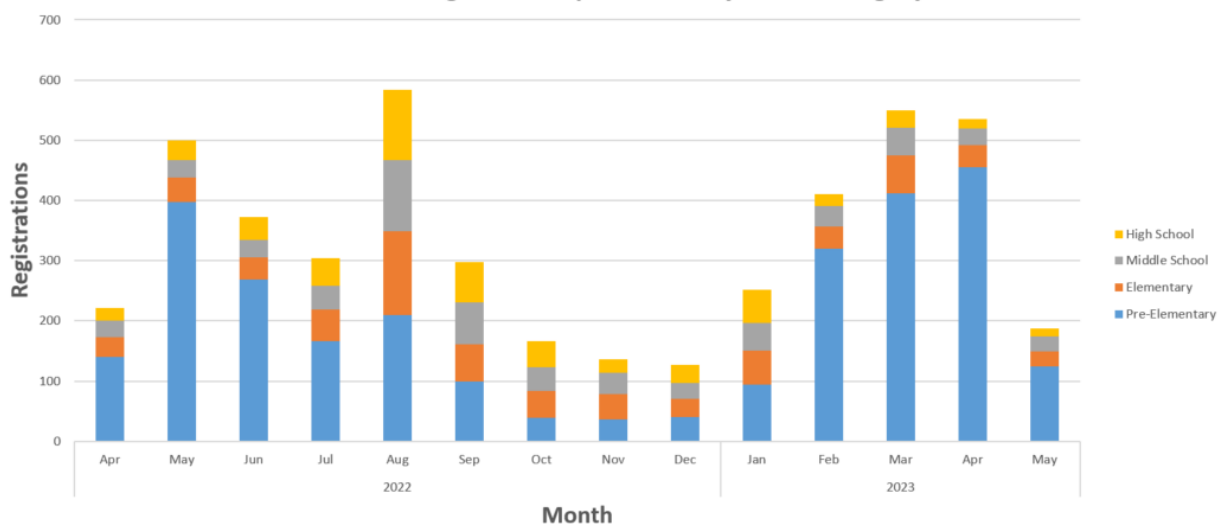
The characteristics of registrants in the charts and tables below show their grade level, language spoken, birth country, and McKinney-Vento status.

Grades of Students Who Applied (n = 250)



Below is the historic data of registrations by month with grades grouped into the categories: early elementary, elementary, middle school, high school.

Number of Registrations per Month by Grade Category



Language	Registrants
English	161
Portuguese	31
Spanish	24
Khmer	16
Pushto	4
Arabic	2
Dari Persian	1
Creole	1
Bengali	1
Nepali	1
Creoles, French	1
Tamil	1
Somali	1
Farsi	1
Swahili	1
French	1
Gujarati	1
Haitian Creole	1
Grand Total	250

Country of Birth

Country	Registrants
United States of America (the)	182
Brazil	24
Cambodia	9
Colombia	7
Afghanistan	5
Ecuador	5
Haiti	4
Spain	3
Dominican Republic (the)	2
India	2
Morocco	1
Bangladesh	1
Nigeria	1
Jordan	1
Côte d'Ivoire	1
Kenya	1
Guatemala	1
Grand Total	250

For May enrollees, the clerks found 17 of 250 (7%) of the submitted registrants to qualify for McKinney-Vento.

The chart and table below show historical data by month for students accepted in the OLR.

